



Access Level 3

Microsoft Office 2010 / 2013 / 2016 / 365

Course Length: 1 Day

Course Delivery: Traditional Classroom · Online Live · On Demand

Overview

This one-day course finalizes the Access series. You will cover enhancing security, finalizing database interface, maintenance, and troubleshooting.

Duration: 1 Days

Lesson 1:

- Troubleshooting tables
- Fixing data in fields
- Checking object dependencies
- Updating database objects based on table changes
- Creating many-to-many relationships

Lesson 2:

- Enhancing security on a database
- Advanced startup options
- Splitting a database
- Password-protecting a database

Lesson 3:

- Interacting Through Dialog Forms

Lesson 4:

- Using vba
- Designing and coding interaction on a form
- Testing vba code
- Adjusting and enhancing vba code
- Bonus: using vba on exports
- Bonus: using vba to calculate forms

Lesson 5:

- Performing database maintenance
- Analyzing database performance
- Backing up a database
- Compacting a database
- Documenting the database



"The Clever Advantage"

Lesson 6:

- Using Auto lookup Queries

To register or for more information call our office (208) 898-9036 or email register@leapfoxlearning.com



Microsoft Partner
Silver Learning



"The Clever Advantage"